

## HVAC TECHNICIAN

### **DEFINITION OF WORK**

Under limited direction, employees perform skilled journey-level heating, ventilation, and air conditioning (HVAC) work for the Facilities Maintenance Division. Employees provide routine maintenance, installation, and preventative maintenance of HVAC systems for all County owned, leased, and partnership facilities. Employees participate in the operation and maintenance, testing, adjusting, and repair of machinery and equipment associated with HVAC, electrical, and plumbing systems. Employees function in a role fully dedicated to performing the skilled journey-level HVAC work the majority of the time and on a limited basis the general plumbing and electrical work. Employees receive general supervision and instruction from the HVAC Supervisor regarding the coordination of daily activities and complex maintenance projects.

### **EXAMPLES OF WORK**

Employees in this class are responsible for checking thermostats; changing belts, bearings, motors, filters, compressors; cleaning coils; and monitoring air humidity and ventilation. The general plumbing and electrical work includes the installation of water and sanitary fixtures and equipment; changing faucet washers; stems, seals; flushing and clearing clogged lines; repairing toilets; installing electrical conduits and fittings; routing and pulling wiring; and replacing faulty switches. Employees purchase material and supplies as necessary; maintain equipment inventories; obtain items from qualified vendors, or seek bids and price quotes according to established policy. Employees perform related work as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Graduation from high school and three years of HVAC experience; or an equivalent combination of education and experience. Must have a Heating, Group No. 3 Contracting Class I license at the time of employment by the NC State Board of Examiners of Plumbing, Heating and Fire Sprinkler Contractors.

#### **Knowledge, Skills, and Abilities:**

Thorough knowledge of the procedures, materials, and equipment related to the HVAC maintenance trade; considerable knowledge of HVAC installation and maintenance and problem indication; general knowledge of the occupational hazards of building trades and grounds maintenance work and associated safety precautions; general knowledge of County purchasing policies and procedures; ability to assign, direct, and supervise the work of others; ability to read and interpret blueprints and specifications; ability to exercise tact and extend courtesy in contact with the general public; ability to establish and maintain effective working relationships.

### **SPECIAL REQUIREMENTS**

Must be able to obtain certification in refrigerant recovery and recycling. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for

withdrawal of the conditional employment offer.

### **ADA REQUIREMENTS**

Employees are subject to hazards associated with working in inside and outside environments, in extreme hot and cold weather, with exposure to dirt, dust, loud noises, odors, pollen, machinery, toxic fumes, oils, gases, chemicals, or flammable liquids. Work subjects employees to compliance with OSHA Safety standards, policies, and regulations.

### **PHYSICAL REQUIREMENTS**

Must have ability to exert heavy physical effort in heavy work, with greater emphasis on physical climbing and balancing, stooping, kneeling, crouching, and crawling.

Must be able to lift, carry, push and/or pull moderately heavy objects and materials of weight up to 50 pounds; may occasionally involve heavier objects and materials up to 100 pounds.

Must have ability to perform simple to complex movements requiring moderate coordination.

Must have visual perception and ability to discriminate colors.

Must be able to perceive and discriminate odors/sounds.

Must be able to perform manual labor for extended periods of time as required by work assignments.